

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Headquarters Logistics Notes

FROM:

Chief, Headquarters Operations,
Maintenance and Engineering Div., OL
3E14 Hqs.

EXTENSION

NO.

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DATE

22 January 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EXO/DDA 7D18 Headquarters	22 JAN 1986			
2. ADDA	23 JAN 1986			
3. DDA				
4. DDA/PLANS				
5. DDA/MS	1/27			
6. DDA Req.				
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15.				



Headquarters Logistics Notes

22 January 1986

1. HOME/OL 24-Hour Service Desk: Allied Eastern States Maintenance Corporation, HOME contractor for facility operations and maintenance, has established a round-the-clock service desk for the Headquarters building which can be reached on [redacted] Requirements for general maintenance and repairs, environmental comfort, lamp replacement, elevator malfunction, special cleaning services, insect and rodent control, trash pick-up and the like may be obtained by calling Allied's Service Call Coordinator at [redacted] Emergency services for which Allied is responsible also can be expeditiously handled by the Service Call Coordinator.

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Requirements for new work, as distinguished from maintenance and repair, such as new construction renovation, relocations and/or additional electrical services, should not be addressed to the Allied Service Desk, but submitted to the Chief, Headquarters Operations, Maintenance and Engineering Division, Office of Logistics (HOME/OL), on Form 2620, Request for Logistics Services. Anyone needing assistance in this matter may call [redacted]

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2. Elevator Upgrade: Contractor personnel will be installing microprocessor overlays and electronic door detectors on 16 passenger elevators in the Headquarters building from 1 January to 31 December 1986. This upgrade will improve the response time of elevators as well as provide for an emergency recall on elevators 5 and 6. Most of the work will go unnoticed to user personnel; however, one elevator at a time will be out of service for up to 10 days in order for the contractor to switch controls and test. The DCI elevator will not be affected by this work.

3. Responsibility for Space in Agency External Buildings:
The Agency has critical new space requirements which cannot be satisfied with our current inventory of facilities; therefore, space has to be acquired in facilities external to the Headquarters complex. The Office of Logistics is responsible for the acquisition of facilities, the allocation of space, and repairs, improvements and alterations to facilities.

a. Space Allocation - Under the guidance of the Headquarters Management Board, which is comprised of the Executive Director and the four Deputy Directors, HOME/OL is responsible for space allocation in all Agency (Headquarters and external) facilities. The allocation of space is accomplished through the use of the Configuration Management System. Requests for space allocation may be directed to HOME/OL, 3E14 Headquarters, [REDACTED]

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b. Leasing of Space - Real Estate Branch, Real Estate and Construction Division (REB/RECD), OL, is the focal point for leasing space in external facilities. If HOME/OL has decided space is not available in Headquarters or an existing external building, then REB/RECD may acquire the space through a new lease. REB/RECD is located in 2F09 [REDACTED] and may be reached on [REDACTED]

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c. New Construction, Repairs and Alterations - External Buildings Operations Branch (EBOB), RECD/OL, is responsible for providing repair and alteration services in external buildings and newly leased space. EBOB/RECD/OL is located in 2F09 [REDACTED] and may be reached on [REDACTED]

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In summary, HOME/OL manages the allocation of space in external buildings and RECD/OL is responsible for the acquisition, alteration, and facility management of buildings external to the Headquarters compound.

4. Copier Supplies: Building Services Branch (BSB), HOME/OL, in coordination with the Printing and Photography Division, has standardized copier products carried in administrative stock for the Agency supply room. These products are available for pick-up in the Headquarters supply room. Because limited shelf space does not allow BSB to stock the items in outlying supply rooms, customers in those areas may request the products on a Form 1490, Requisition or Turn-in for Administrative Supplies and Equipment. Customers in buildings not serviced by BSB should request the products, which are stocked at the [redacted] on a Form 88, Requisition for Materiel and/or Services, through their Logistics Officer.

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The standard products available from the supply room are:

Canon Toner f/u/w models 120/125/150/155/210/250/270/300/350/400/500
 Ricoh Developer f/u/w all models
 Ricoh Toner f/u/w 3000, 4000, 5000 series and 6080
 Ricoh Fuser Oil f/u/w all models
 Xerox Dry Ink f/u/w models 1035/2830/1045/1048/1075
 Xerox Developer f/u/w models 1035/2830/1045/1048/1075/2020/2300/2350/2600/3100/LCS/3107/3109
 Xerox Fuser Lube f/u/w models 1045/1048/1075
 Xerox Fuser Oil f/u/w models 2400/CPB/3600-1/7000/4000/4500/1055/840 EPS/970/1200/9300/9400/5600/2300/2350/9700/5700/8700/7080
 Xerox Dry Imager f/u/w models 3400/3450/3109/3100 LDC/3107/2600/2300/2350/3300/2020
 Savin Toner f/u/w model 7025/870/880
 Savin Developer f/u/w model 7025
 Savin Fuser Oil f/u/w model 7025
 Savin Dispersant

Items currently stocked by BSB that do not appear on the list are terminal stock and will not be replenished.

5. These series of Logistics Notes cover a broad range of topics which affect employees on a daily basis. Your comments and suggestions are welcome. Please contact [redacted] on [redacted] with recommendations.

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